

Check List for Permittees and DMR-QA Study 24 Schedule

BY MAY 24, 2004

STEP 1 - Submit address verification form acknowledging of receipt of this package via email or regular mail, postmarked on or before May 24, 2004. (see page 3). 9

STEP 2 - Review Permit, Lab Certificate, Lab Codes, Identification Numbers, etc. 9

BY JUNE 2, 2004 (beginning of test)

STEP 3

Do you use ONLY an in-house lab?

Test samples must be ordered by June 2 from a Provider using your EPA labcode. 9

OR

Do you use an in-house AND a contract lab?

Order test samples from a Provider using your EPA labcode. 9

Instruct contract lab to order test samples and perform analyses. 9

OR

Do you use ONLY a contract lab?

Instruct contract lab to order test samples and perform analyses by August 20, deadline for contract labs to report to PT Providers. 9

BY THE PROVIDER'S REPORTING DEADLINE AND BEFORE SEPTEMBER 3, 2004

STEP 4 - Conduct analyses and complete data forms (sent by the providers with the samples) and NPDES Permittee Data Report Form (four-page form included in the study package or Provider-supplied cover sheets). 9

STEP 5 - For each Provider used, attach the NPDES Permittee Data Report Form to the data report form sent by the Provider. These are your completed "Data Packages." 9

STEP 6 - Make two copies of the Data Package(s). 9

STEP 7 - Mail the signed original ungraded Data Package(s) to your sample Provider(s), sent or postmarked by September 3. Maintain a copy for your records. 9

BY OCTOBER 29, 2004

STEP 8 - Provider-graded test results required for each individual permit will be sent by the permittees to state and Regional NPDES Permit Authorities. 9

BY DECEMBER 8, 2004

STEP 9 - If any data are reported as "not acceptable," negotiate any corrective actions with the state or Regional NPDES Permit Regulatory Authority and submit a signed corrective action report. 9

You have completed your reporting for DMR-QA Study 24